

VEHICLE ACCIDENT PROCEDURES

Dispatch

1. Obtain exact location of accident to dispatch police
 2. What Road & Direction (North/South)
 3. What is closest intersection
 4. Any landmarks
5. Obtain injury information to dispatch rescue
6. Obtain information about any leaks or smoke to dispatch fire
7. Tell driver to move vehicle to safe location until police arrive unless it would be unsafe to do so.
8. Notify driver's supervisor or other available supervisor -
9. IN EVENT OF SERIOUS ACCIDENT WITH INJURIES, IMMEDIATELY NOTIFY DONNA, KEVAN OR DEBBIE

Supervisor

- ☐ Take accident investigation kit
 - ☐ Take handheld & van or car with radio communication
 - ☐ In the event of any injury, Donna, Kevan or Debbie should accompany you for complete investigation.
1. Ask all passengers if they are okay and if they need medical attention even if they are not apparently injured.
 2. If anyone requires immediate medical attention, or if any vehicle must be removed from the scene in a manner other than normal driver, the JAUNT driver must complete a DOT breath-alcohol test and DOT drug tested as soon as possible and within the time required by policy. A drug or alcohol test conducted by law enforcement is an acceptable substitute as long as we can obtain documentation of the results.
 3. Call dispatch or supervisor for back-up driver for remaining passengers if the driver must be taken for testing.
 4. COMPLETE the Accident Report – some information required at the scene – other information could be recorded later.
 5. **Take lots of pictures of the total scene**, take pictures of damaged area of all vehicles particularly the other car, and any important evidence such as skid marks, icy conditions, and damaged stationary objects.
 6. Provide the Assistant Director with the completed accident report and developed film.

Safety and Training Manager

- ☐ Call insurance company, FAX report with their form.
- ☐ Record in accident notebook.
- ☐ Obtain police report the next day. Attach to original incident report.
- ☐ Attend court if driver is charged.